

## EMPLOYEE CALENDAR DATES

\*Applies to All Employees

The chart below reflects the starting and ending dates for district employees for the 2016-2017 school year. All positions are included by pay category. If there is a question regarding your pay category, please refer to the individual employee handbook or agreement. The number of days shown in parenthesis reflects the actual number of days worked per year for each employee group. These dates may be adjusted on an individual basis as approved and documented by the immediate supervisor and division supervisor.

EMPLOYEE GROUP	2016 START DATE	2017 END DATE
260 Day Employees	7-1-16	6-30-17
Bus Drivers (Hourly)-Annual based on 178 days*	August 2	May 24
Secretary (206 workdays, 7 paid holidays) Elementary	July 13	June 1
Secretary (208 workdays, 7 paid holidays) Secondary	July 11	June 1
Secretary (211 workdays, 7 paid holidays) LAHS	July 6	June 1
Secretary (223 workdays, 7 paid holidays) STARS	July 11	June 22
Secretary (228 workdays, 7 paid holidays) ACHS	July 6	June 26
Paraprofessional (185 workdays, 7 paid holidays)	August 4	May 24
Paraprofessional (190 workdays, 7 paid holidays)	July 28	May 24
Attendance Liaison, Parent Liaisons (188 workdays, 7 paid holidays)	August 1	May 24
Food Service (178 workdays, 7 paid holidays)	August 5	May 24
Court Liaison (203 workdays, 7 paid holidays)	July 18	June 1
Campus Monitor (180 workdays, 7 paid holidays)	August 2	May 24
Returning Teachers (188 workdays)	August 1	May 24
New Teachers (up to 193 workdays – There may be up to five additional days during the year)	July 25	May 24
Elementary Principal (208 workdays)	July 12	June 2
Elementary Assistant Principal (208 workdays)	July 12	June 2
Middle School Principal (213 workdays)	July 11	June 8
Middle School Assistant Principal (208 workdays)	July 12	June 2
High School Principal (228 workdays)	July 6	June 26
High School Assistant Principal (220 workdays)	July 11	June 19

\*Departments may vary on actual workdays during the year to meet the needs of that department. The department may develop a calendar specific to that department.

### DISTRICT STAFF DAYS OFF

Reason	12 Month Employees	9, 10, and 11 Month Employees
Independence Day	July 4*	N/A
Labor Day	September 5*	September 5*
Veterans' Day	November 11*	November 11*
Parent Conference Compensation Day	N/A	Oct. 10 & March 9
Fall Break - Thanksgiving	November 24* & 25*	November 21-25
**Winter Break	December 19-Jan. 2	December 19-Jan. 2
Christmas	December 23* & 26*	December 26*
New Years Eve Day	December 31	December 31
New Years Day	January 2*	January 2*
Martin Luther King Day	January 16*	January 16*
Presidents' Day	February 20*	February 20*
Spring Break	N/A	March 27 – 31
Memorial Day	May 29*	May 29*

**\*Denotes Paid Holiday**

\*\*All district facilities will be closed December 19, 2016 through January 2, 2017. All employees must report any absences using available leave balances, or unpaid leave only with permission from immediate supervisor. **\*Essential Departments:** (Grounds, Nutrition, Building Engineer, Technology and Maintenance) work schedules may vary and the individual departments may develop calendars to accommodate the District's needs.